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File: Reports:1

IEG 91-70  
20 March 1970MEMORANDUM FOR: Executive Director, NPIC 

SUBJECT : IEG Report Formats

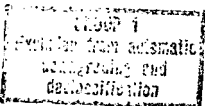
1. I concur that we have too many different kinds of reports and that the number should be reduced. I would recommend, however, that we go one further, having only:

- a. Imagery Interpretation Reports (IIR)
- b. Imagery Interpretation Memorandums (IIM)

2. The Report (IIR) would include those studies which exhaust available imagery information. They would include the rigidly formatted Basic Reports required under the NTP but also would allow variations of format to meet presentation requirements of specific studies. Thus, quarterly summaries of ICBM deployment activity, activity at missile test ranges, activity at submarine shipyards, status of SAM sites in an area or country, etc., should all be considered Imagery Interpretation Reports (IIR). They would exhaust the pertinent imagery and be based primarily on imagery information. In other words, the IIR would represent NPIC's authoritative word on the subject as of the date of publication.

3. Imagery Interpretation Memorandums (IIM) would be used for those studies which do not fully exhaust available imagery, do not fully study the topic of the report or which present hypotheses or speculation concerning activity observed on imagery. The memorandum is a less formal publication and may use other sources more freely in arriving at conclusions. The format would be dictated by the message to be conveyed.

4. I can see little value in continuing to distinguish between Basic Reports and other reports. The fact that a report is done in response to a COMIREX requirement is indicated by the report number assigned, and would appear on the cover for easy reference. Reports prepared in response to basic requirements would continue to be in the basic format prescribed by COMIREX. Other reports might or might not follow this format depending on the presentation requirements of the topic discussed.

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5. The recommendation to do away with the name "Brief" as well as the recommendation to do away with the name "Basic" in report categories may cause COMIREX some consternation. The Basic Brief is a term officially blessed by COMIREX. Consequently, before abandoning it, we should consult them.

6. The distinction between Reports and Memorandums, i.e., an exhaustive study vs tentative or current intelligence reporting, has become obscured by the high priorities normally assigned to Memorandums in the production process. Obviously, either type of report may be required on a priority basis. If the recommendations are approved we will indicate this priority on the work requests--not by the report category.

7. We could, of course, go still further and call everything a report. But I believe there is a meaningful and useful distinction between reports and memorandums.



Chief, Imagery Exploitation Group  
NPIC

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Re NPIC/IEG Report formats:

- I think we have too many kinds of reports -- BIIRs, BIIBs, PIRs, PIBs, PIMs.

- I should like to reduce the kinds to the following:

1. Basic Imagery Interpretation Report
2. Photographic Interpretation Report
3. Photographic Interpretation Memorandum

- Of course, I am simply proposing a simplification of covers.

- Why not?

14:00 hrs. Mon 16 Mar.

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